



FREQUENTLY ASKED QUESTIONS ON THE CHILD AND ADOLESCENT FUNCTIONAL ASSESSMENT SCALE (CAFAS)

The Division of CPS requires, as of January 1, 2009 that all children/youth enrolled in Community Psychosocial Rehabilitation Services have a completed CAFAS on admission and quarterly thereafter until discharge. New information added will be in **red**.



WHAT IS THE DEADLINE FOR COMPLETING A CAFAS FOR CONSUMERS ENROLLED IN CPR PRIOR TO JANUARY 1, 2009?

CPS will extend the time line to September 30, 2009 for child and youth consumers who were enrolled in CPR **prior to** January 1, 2009. For those consumers admitted to CPR after January 1, 2009, a CAFAS must be completed upon admission and quarterly thereafter. Please remember, although the consumer must either have a qualifying CPR diagnosis **OR** have a Total Score of 100 on the CAFAS and a SED diagnosis, there are no requirements for discharge or levels within CPR at this time. So if an individual was enrolled in CPR prior to January 1, 2009 and continues in services, if their first CAFAS Total score falls below 100 it is not required that they are discharged.



WHAT ARE THE ELIGIBILITY REQUIREMENTS NOW TO BE ENROLLED IN C&Y CPR PROGRAM?

To be eligible for C&Y CPR the consumer must have a qualifying CPR diagnosis as listed in 9 CSR 30-4.042. These generally include diagnoses of schizophrenia, Bipolar Disorder, Major Depressive Disorder, Posttraumatic Stress Disorder or Anxiety Disorders. An alternative eligibility option is to have a serious emotional disorder as defined by the Dept. of Mental Health AND a Total Score on the CAFAS of 100 or above.



IN WHAT TIMEFRAME DOES THE CAFAS NEED TO BE ADMINISTERED INITIALLY?

The CAFAS is being used, in part, to determine eligibility for C&Y CPR services; therefore, if a child/youth does not have a qualifying CPR diagnosis, a score of 100 on the CAFAS AND a SED diagnosis are necessary to enroll in CPR. The CAFAS for this purpose most likely would be administered prior to enrollment in CPR. However, for youth that have a CPR qualifying diagnosis, the CAFAS would be used initially to guide the development of the service plan and develop priorities. The CAFAS should be rated within the first 30 days of enrollment in CPR.



ARE THERE REQUIREMENTS FOR DISCHARGING A YOUTH FROM CPR BASED ON THE CAFAS SCORE?

No, not at this time.



DOES THE CAFAS SCORE DICTATE THE LEVEL OF ENROLLMENT IN CPR?

No not by the Division of CPS, although agencies are encouraged to begin looking at guidelines that may help in making treatment decisions related to their CAFAS scores, such as intensity and types of services.



WHAT IS THE AGE RANGE FOR THE CAFAS AND WHAT SHOULD BE DONE FOR CONSUMERS THAT FALL OUTSIDE THIS RANGE?

The normal age range for the CAFAS is 5 years (and enrolled in fulltime kindergarten) through 17 years. For individuals older than 17 the CAFAS can continue to be used. For older adolescents that are working or parents, there is a transition age version of the CAFAS that can be obtained through Functional Assessment Systems.

For youth younger than 5 years old, the PECFAS can be used down to the age of 3 (please note that the manual has the lower age of 4 years, but Functional Assessment Systems has informed us they feel it is valid for those as young as 3). **As the PECFAS only has 7 instead of 8 scales, to be eligible for CPR, the young child must have a total score of 90 or above.** For any toddlers younger than 3, the Division will require that a validated assessment tool be used. The **DECA-C (Devereaux Early Childhood Assessment Clinical Form)** is one tool that the DMH would accept to determine eligibility for CPR. The criterion score to qualify for CPR would be a Total Behavior Concerns scale of 60 or higher. Another allowable option at this time is the **Ages and Stages Social Emotional Screening** tool. Cutoff scores identified with the specific age ranges as identified in the manual would allow eligibility for CPR.



WHAT IS THE TIMEFRAME FOR RATING A CHILD/YOUTH ON THE CAFAS?

The ratings on the CAFAS are to take into account the youth's functioning the 30 days prior to the time of the rating. The one exception to this is upon admission where the rating goes back for 90 days. Please note this is in reference to the time period on which to base the rating. As noted above the CAFAS should be completed quarterly. So if you are doing the CAFAS on February 15th you are rating the youth's functioning from January 15 to February 15th even though you last completed the CAFAS November 15th.



YOUTH ENROLLED IN THE MAINTENANCE LEVEL OF CPR ONLY REQUIRE A TREATMENT PLAN REVIEW ONCE A YEAR AS OPPOSED TO QUARTERLY. HOW FREQUENTLY SHOULD THE CAFAS BE RATED FOR YOUTH ENROLLED IN MAINTENANCE LEVEL?

It was agreed that although a CAFAS must be rated for a youth to be admitted to any level of CPR, only if the youth is in the Rehab or Intensive OR is in Maintenance and receiving services beyond psychiatric assessment and monitoring, does the CAFAS have to be rated on a quarterly basis.

DOES THE DIVISION OF CPS ALLOW THE USE OF THE CAFAS TREATMENT PLAN AS AN ACCEPTABLE TREATMENT PLAN FOR C&Y CPR SERVICES?

Yes

TRAINING

WHAT IS REQUIRED TO BE ABLE TO TRAIN AGENCY STAFF ON THE CAFAS?

To be a trainer of the CAFAS at your agency, you must be a licensed master's level clinician, attend CAFAS Train the Trainer training provided by DMH, and successfully pass the CAFAS test. This information will be maintained in a database at the Division and shared with Functional Assessment Systems. **Only if your name is approved as a trainer, will you be able to purchase training material from Functional Assessment Systems.** Successful completion of this training allows you to train staff at your community mental health center, OR at another community mental health center. It does not allow you to train outside the community mental health center system.

Additionally, agency trainers are required to attend an annual booster training and again pass the Booster training. This must be up to date for an individual to be able to order materials from Functional Assessment Systems.

For providers that are approved through the Division of Alcohol and Drug Abuse, what are the criteria to be a trainer and criteria to rate the CAFAS?

1. The agency **trainer** in ADA must be a) a licensed mental health professional (same as CPS), or b) someone who is certified by the Missouri Substance Abuse Professionals Credentialing Board (MSAPCB).
2. The **user (rater)** requirements are the same for CPS which means that a master level clinician must administer the admission and any subsequent annual ratings. For other administrations of the CAFAS case management or bachelor level staff trained in the CAFAS can rate.



OBTAINING TRAINING MATERIALS

After you have been approved as a trainer through the DMH, your name will be added to an excel file that is forwarded to Functional Assessment Systems after each training and scoring is complete. Note that CPS attempts to do this once, so it may take 2-3 weeks to have all potential new trainers or recertified trainers up to date in the file. When you contact FAS you will need to purchase the materials for training INCLUDING the answer keys to quizzes and tests. FAS will also provide you with the powerpoint that you can use for training. When contacting FAS please tell them you are a MISSOURI

AGENCY TRAINER, they will check the MO Excel file. A similar process occurs for Booster Training. You cannot obtain the necessary materials to provide Booster Training until you have been certified at that Booster level. So if you want to train on Booster 2 you would have to have been approved as a Booster 2 trainer. Please note that completion of the self-training only authorizes you as a rater not a trainer.

TRAINING OF RATERS

Once an individual has been approved as a rater of the CAFAS, they must pass Booster Training every two (2) years. **Note that trainers must have Booster training every year.**

REQUIREMENTS FOR TRAINING

- As a trainer, it is your responsibility to keep all training materials (i.e. answer keys) secure
- When having raters complete the test, they **MUST** include the rationale for their answer. If this is not done, all you are doing is provided them with the correct answer and not shifting their thinking about what makes it the correct answer
- Each agency is responsible for maintaining an up to date data base on those individuals who are qualified to be a rater of the CAFAS. This includes maintaining their results on the tests.
- Certificates should not be provided for raters, however a letter indicating they are an approved rater within the context of their agency for a specified period of time is appropriate.

QUESTIONS STILL TO BE ADDRESSED